

# Commute Trip Reduction Plan



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**Ordinance: 2746**

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# INTRODUCTION

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In 1997, City of Marysville adopted the Commute Trip Reduction Ordinance (MMC 11.52). The purpose of this ordinance was to comply with the Commute Trip Reduction Act RCW 70.94.521 adopted by the Washington State Legislature in 1991. This law requires employers of 100 or more employees who arrive between 6:00 a.m. and 9:00 a.m. to develop and implement a program to encourage their employees to reduce vehicle miles traveled and single occupant vehicle trips. In 1997, the CTR Ordinance was later amended to revise the CTR goals.

In 2006, the Washington State Legislature passed the Commute Trip Reduction Efficiency Act which amended the requirements for local governments in those counties experiencing the greatest automobile-related air pollution and traffic congestion to develop and implement plans to reduce single-occupant vehicle trips. This plan has been prepared in accordance with these revisions to RCW 70.94.521.

The Commute Trip Reduction Plan is a collection of City-adopted goals and policies, facility and service improvements, and marketing and financial strategies that will help the City make progress toward reducing drive alone trips and vehicle miles traveled over the next four years. Building upon the success of the existing commute trip reduction program, the City strives to meet the goals of the plan for the future by working in partnership and coordination with other agencies and employers.

The CTR Plan focuses on reducing drive alone trips and vehicle miles traveled (VMT) among employees that work for major employers. The City has set a goal of reducing drive alone trips by 10% and VMT by 13% for all major employers by 2011. To achieve the goals, the City has identified the following set of strategies:

- Follow the County's goal of encouraging employers to locate in city centers.
- Improve system for notification and enforcement of CTR law.
- Develop programs for marketing and education of CTR.
- Develop ETC training programs and guidelines.
- Amend Comprehensive Plan to include the CTR Efficiency Act.
- Work with Community Transit to provide transit service to CTR-affected work sites.
- Increase number of vanpools at CTR-affected work sites.
- Work with CTR-affected work sites to provide bicycling and walking amenities.
- Evaluate the feasibility of a car sharing service.
- Work with employers to allow employees to work alternative schedules, when appropriate, such as a telework programs and/or compressed work week programs.
- Provide guaranteed ride home program.
- Offer assistance to employers to implement programs.

- Increase management support for CTR program.
- Work with CTR-affected work sites to offer incentives.
- Evaluate the feasibility of a parking cashout program.
- Conduct transit fairs at CTR-affected work sites.
- Increase networking opportunities among major employers.

Current CTR-affected employers include the following:

Work Site	Address
City of Marysville	80 Columbia Avenue
C & D Zodiac	12806 & 12810 State Avenue

This proposed plan has been developed through extensive involvement by employers, transit agencies, organizations and individuals from throughout the City who helped identify strategies and ways for successful achievement of the goals. This plan helps to support the achievement of the City's vision and the goals of its comprehensive plan.

### **Benefits of the CTR Program to Marysville**

Although the Commute Trip Reduction Program only applies to two (2) sites in Marysville, the CTR program will continue to grow and address a variety of transportation and environmental issues. Several trends are increasing the value of CTR in Marysville, particularly as an alternative to expanding roads and parking facilities. Those trends include:

- *Rising facility costs.* The cost of expanding highways and parking facilities is increasing. In many cases it is more cost effective to manage demand than to continue expanding supply. If the CTR program is successful, it will help reduce the demand on state, regional and local streets. This in turn helps to reduce the need to expand the roadway system.
- *Demographics.* As the population becomes older and more mature, it will become more important to increase the availability of quality travel options for non-drivers. Senior citizens will be more dependent on transit and non-motorized travel options.
- *Energy Costs.* Vehicle fuel costs have risen dramatically and are projected to increase in the future due to depletion of oil supplies and environmental constraints. Rising costs have increased the demand for non-drive alone travel alternatives. The vanpool market, in particular, has exceeded demand and there are currently waiting lists for available vanpools.
- *Consumer preferences and market trends.* CTR is addressing current consumer preferences in which more consumers want to live in more multi-modal communities where it is possible to walk and bicycle safely, use neighborhood services, and have access to quality public transportation.

- *Environmental concerns.* CTR helps to address concerns over air pollution, sprawl and other environmental impacts by reducing the demand for automobiles. Automobiles comprise 55% of air pollutants. For each car that is taken off the road, there is a significant benefit to the environment.

In summary, the CTR program is a cost-effective program that addresses a number of issues in Marysville. Although CTR is currently applied to 2 work sites, the program will continue to grow and expand as solutions are needed to complex transportation and environmental issues.

## I. BASELINE ASSESSMENT

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### Affected CTR Work Sites

The CTR plan focuses on reducing drive alone trips and vehicle miles traveled among major work sites. A CTR-affected work site is a site that contains 100 or more employees that arrive to the worksite between 6 and 9 a.m. As part of the CTR plan requirements, an assessment of the land use and transportation conditions was performed for each CTR-affected work site. Under the CTR ordinance, there are 2 affected worksites in the City of Marysville. Those worksites include the following:

Work Site	Address
City of Marysville	80 Columbia Avenue
C & D Zodiac	12806 State Avenue

The attached map of the jurisdiction shows the locations of the CTR worksites (see Appendix A). Described below are the land use and transportation conditions for Marysville's CTR-affected work sites.

## Major Issues Regarding Land Use and Transportation Conditions Around CTR Work Sites

### City of Marysville - 80 Columbia Avenue, Marysville, WA

Existing and planned land use conditions:	<p>This work site is located on the convergence of the downtown commercial area, multi-family housing area, and the industrial area in the south end of town.</p> <p>There are no planned land use changes for this area.</p>
Existing and planned transportation facilities:	<p>This worksite is located at the intersection of Columbia and 1st Street near the waterfront. Columbia dead ends on city property.</p> <p>There are no planned transportation changes for this area.</p>
Existing and planned transit services and facilities:	<p>This worksite is located near several Community Transit bus routes in the downtown area including local service throughout Snohomish County and commuter service going to the University District. There are bus stops for three routes relatively close to the site. There are two park and ride facilities downtown, which is about half a mile to this site. There are also pedestrian walkways and sidewalks in the downtown area making it easy for transit users to walk or ride the bike from bus stops to their worksites.</p> <p>There are plans to add a new express bus service from Marysville to UW that will have 8 daily trips.</p>
Existing parking conditions:	<p>Parking is free and there are no capacity constraints at this work site.</p>

City of Marysville



1<sup>st</sup> and Columbia.



City of Marysville Public Works and Community Development Campus.

City of Marysville	City of Marysville
ID Number:	E41996
Total Number of Employees:	96
Affected CTR Employees:	90
2011 Drive Alone Goal:	78.6%
2011 VMT/Employee Goal:	8.3 Miles/day
Services Available:	Bus Routes: Community Transit provides local routes 200 and 221 and service to the University District on route 821.
Recommended CTR Strategies:	Carpool program, compressed work week, transit, bike, walk, and telework program – as appropriate



## **C & D Zodiac - 12806 State Avenue, Marysville, WA**

Existing and planned land use conditions:	<p>This work site is located in the north end industrial area on State Ave just north of 128th Street NE. The area is zoned light industrial and is located between I-5 and railroad tracks.</p> <p>There are no planned land use changes for this area.</p>
Existing and planned transportation facilities:	<p>The work site is located on State Ave just north of 128th Street NE. It has easy access to Smokey Point Boulevard.</p> <p>The roadway improvements planned near this worksite include extending a number of streets in the industrial area to the north end near SR 531, Smokey Point Boulevard, and 152nd Street NE. These improvements should improve traffic flow and LOS.</p>
Existing and planned transit services and facilities:	<p>There are local bus routes that stop near this worksite area by Community Transit. These routes, 201 and 222, are local. There are routes that reach to Seattle and Redmond at the park and ride facilities closer to downtown, where transfers could be made to the northern industrial area.</p> <p>There are no planned transit improvements that will affect this worksite.</p>
Existing parking conditions:	<p>Parking is free and there are some capacity constraints at this work site.</p>

## C & D Zodiac



Main Building.



Driveway.

City of Marysville	C & D Zodiac
ID Number:	E42226
Total Number of Employees:	800
Affected CTR Employees:	354
2011 Drive Alone Goal:	71.5%
2011 VMT/Employee Goal:	12.9 Miles/day
Services Available:	Bus Routes: Community Transit provides local service via routes 201 and 222 relatively close to the work site.
Parking:	Parking is free and has some capacity constraints.
Recommended CTR Strategies:	Vanpool services, carpool program, transit subsidies, compressed work week

## Supporting Comprehensive Plan Policies

As part of the baseline assessment, the City reviewed its existing Comprehensive Plan to identify policies that support the CTR Law. The City contains the following comprehensive plan policies which support CTR. Key policies that support CTR include the City's goals to reduce reliance on the private automobile, encourage suitable combinations and locations of land uses, such as employment, retail, and residences, including mixed use development. The city's goals are to create a street system that will provide safe pedestrian walkways and bikeways, in particular pedestrian and bicycle improvements along and connecting to transit corridors and facilities.

The City is requiring new development, redevelopment, or in-fill development to incorporate features that are compatible with public transportation such as:

- High density land uses
- Facilities that are oriented toward transit service
- Walking distances that are on a reasonable pedestrian scale
- Parking provision that is based upon commute trip reduction goals

The City also is working on promoting Transportation Demand Management (TDM) through parking management, restricted access to facilities and activity centers; and transit-oriented and pedestrian-friendly design. The city wants to create relatively high density sub-districts of appropriate Planning Areas that allow people to live, shop, and possibly work without always being dependent on their automobiles.

The City is encouraging carpooling, vanpooling, flextime work scheduling, rideshare coordination, and accommodations for pedestrians and bicycles. The City is also looking at and encouraging alternatives to the automobile for short trips within downtown, including promoting pedestrian-oriented redevelopment of the Town Center Mall.

## Supporting Transit Plan Policies

Community Transit is currently updating its Transit Development Plan for 2007-2012. The Plan will include a discussion of regional growth, transportation demand, and the role of transit in maintaining concurrency (adequate capacity to serve demand). A key element of the plan will consist of maps identifying "transit emphasis corridors" where Community Transit supports a substantial future investment in public transit service and amenities. The goal in identifying all the corridors (both existing and future) is twofold, to help focus service planning and prioritization for Community Transit and to provide some surety of planning for road authorities and local jurisdictions.

## II. BASELINE AND GOALS FOR 2011

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The goal of the Marysville CTR plan is to reduce drive alone trips by 10% and vehicle miles traveled by 13% at CTR work sites. The base rates were determined by using the 2007 CTR survey data.

The overall goals and target rates for Marysville have been calculated by aggregating the CTR work sites in Marysville. The tables below show the base rate, goal and target rates.

	2007 SOV Rate	SOV Reduction Goal	2011 SOV Target Rate	# of drive alone trips to reduce to meet SOV goal	2007 VMT	VMT Reduction Goal	2011 Target VMT
Overall Jurisdiction	80.3%	10%	72.2%	72	14.3	13%	12.4

Employer	2007 SOV Rate	SOV Reduction Goal	2011 SOV Target Rate	# of drive alone trips to reduce to meet SOV goal	2007 VMT	VMT Reduction Goal	2011 Target VMT
City of Marysville	87.3%	10%	78.6%	8	9.6	13%	8.3
C&D Zodiac	79.4%	10%	71.5%	64	14.9	13%	12.9

### III. STRATEGIES FOR ACHIEVING GOALS AND TARGETS

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#### Potential Actions for the Jurisdiction to Eliminate Barriers

To help achieve its CTR goals, the City discussed various strategies that could help reduce drive alone trips and vehicle miles traveled. The following potential actions were identified as strategies that could help the City achieve its 2011 goal. The City would perform these strategies in coordination with Community Transit and other Snohomish County jurisdictions.

- Transit:

The City of Marysville plans to work with Community Transit to add a new express bus service from Marysville to UW that will have 8 daily trips. The city is planning to work with Sound Transit to encourage the construction of a light rail stop in Marysville. WSDOT and Community Transit have plans to increase parking at the park and ride along I-5 with improvements slated for 2009, 2015, 2020, and 2030. A new 212 stall park & ride facility is planned for construction on the northeast corner of Grove Street & Cedar Avenue.

- Bicycle & Trail Systems:

There are only a limited number of existing bike lanes within Marysville and the surrounding communities. As part of the Marysville Engineering Design and Development Standards (EDDS) the City has identified locations and standards to bicycle facilities. The EDDS focus is to provide a continuous system of bicycle facilities throughout the City, UGA, and connecting to the surrounding communities. The bicycle facilities would also connect with the regional and local multi-use trails.

There are plans to improve the Centennial Trail in the UGA of Marysville and install a new multi-use trail, known as Bayview (FKA Whiskey Ridge), along the existing Puget Sound Power & Light utility corridor originating from Getchell Hill (84<sup>th</sup> Street NE) to SR 528 (64<sup>th</sup> Street NE). Planned bicycle system improvements within the Downtown Core area include 1<sup>st</sup> Street (Beach Avenue – Sunnyside Boulevard), 8<sup>th</sup> Street (Cedar – State Avenue), Cedar Avenue (1<sup>st</sup> Street – 88<sup>th</sup> Street), 51<sup>st</sup> Street NE (Grove Street – 88<sup>th</sup> Street NE).

- Parking:

To increase the percentage of commuters using transit, vanpool, carpool and non-motorized forms of transportation, the City could work with employers to implement a parking management program. This may include implementing parking charges and restricting parking.

- Local Networking Opportunities:

To increase opportunities for ridesharing and creating partnerships between employers, the jurisdiction can create local networking opportunities. Local

networking with other CTR-affected employers will offer opportunities to discuss CTR and transportation issues, conduct joint promotions, and offer coordinated programs that can benefit their employees.

- Land Use

The City is requiring new development, redevelopment, or in-fill development to incorporate features that are compatible with public transportation such as:

- High density land uses
- Facilities that are oriented toward transit service
- Walking distances that are on a reasonable pedestrian scale
- Parking provision that is based upon commute trip reduction goals

- Employer Assistance

To help CTR-affected work sites achieve their goals, the City and Community Transit will continue to provide assistance to employers with implementing their programs. Community Transit will help promote CTR programs at work sites through transit fairs and preparing public information materials.

- Management Support and ETC training

The City will work with major employers and business organizations to increase support for CTR programs. It will also develop guidelines for Employee Transportation Coordinators and provide training to help them implement their programs.

## Recommended Strategies for the City of Marysville to Eliminate Barriers

Based on the feasibility of implementing various strategies, the following strategies are planned for Marysville that will help the CTR-affected work sites make progress towards their 2011 goal. These strategies will be performed in coordination with other Snohomish County cities, Community Transit, Everett Transit and other partners.

Strategy	Description
<b>Policies and Regulations</b>	
<b>Employer Notification and Enforcement</b>	The City will improve the system of requiring new CTR affected employers and existing CTR affected employers to notify their jurisdiction about program changes.
<b>Implement City's Vision for the Town Center Mall</b>	The City will encourage alternatives to the automobile for short trips within downtown, including promoting pedestrian-oriented redevelopment of the Town Center Mall.
<b>ETC Training and Guidelines</b>	Employer Transportation Coordinators (ETCs) are essential for a successful CTR program. Their job duties should include coordination of annual fairs, conducting promotions, distributing information, notifying the jurisdiction about program changes, and reporting employee numbers. Guidelines and training should be provided to ETCs to assist them with their duties. Employers should provide them with the time and support to be successful.
<b>Amend Comprehensive Plan to include language about the CTR Efficiency Act</b>	The City will review its Comprehensive Plan and add new policies to correspond with its CTR plan, if necessary.
<b>Services and Facilities</b>	
<b>Transit Services</b>	Community Transit will continue to provide transit services to CTR work sites, where service is currently available. Community Transit will make service enhancements based on its updated Six-Year Transit Development Plan. Among the planned improvements, Community Transit is planning for a Bus-Rapid Transit Corridor that will link major urban centers and provide additional vanpools across the county, as needed.
<b>Vanpool Services</b>	Community Transit will target adding 25 new vans in 2008.

Strategy	Description
<b>Services and Facilities (cont.)</b>	
<b>Carpool Services</b>	The City and Community Transit will continue to encourage carpooling and use of <a href="http://www.rideshareonline.com">www.rideshareonline.com</a> or Community Transit staff to assist in carpool matching services.
<b>Bicycling and Walking Amenities</b>	The City will work with major employers to encourage the provision of amenities such as bike lockers, access to shower facilities and changing facilities to increase usage of non-motorized transportation.
<b>Telework Program</b>	The City will work to create a telework education program that would educate employers on how to implement telework at their work site, if applicable. The program includes education on human resource policies and information technology assistance to allow employees to work from home.
<b>Car Sharing Service</b>	The City will evaluate the market for a car sharing service, such as Flexcar, near CTR sites.
<b>Alternative and Flexible Schedules</b>	The City will work with employers to encourage them to offer alternative and flexible work schedules for their employees, including compressed work weeks.
<b>Guaranteed Ride Home</b>	The City will work with Community Transit to provide a limited number of rides to non-drive alone participants from their work site to their home in the case of an emergency.
<b>Employer Assistance</b>	The City and Community Transit will provide assistance to affected employers to help them meet the requirements of the CTR Efficiency ACT and implement their programs.
<b>Marketing and Incentives</b>	
<b>Management Support</b>	The City and Community Transit will work with CTR worksite managers and owners to educate them about the benefits of CTR to their organizations.
<b>Subsidies</b>	The City will encourage employers to offer subsidy programs to persuade employees to shift to non-drive alone commute modes. Examples include six-months of free vanpool participation, transit pass subsidies, and a one-time payment or gift card for starting a carpool.
<b>Parking Cashout</b>	Employers are encouraged to allow their employees to receive cash for their parking spot if they choose to not use their parking space, which could be used toward transit costs or vanpool costs.
<b>Marketing and Education</b>	The City will work with Community Transit to expand education efforts to CTR employees about alternative commuting including workshops, information brochures, and advertising.



Strategy	Description
<b>Marketing and Incentives (cont.)</b>	
<b>Transportation Fairs</b>	The City will work with Community Transit and major employers to conduct on site promotions, transportation fairs, and challenges to increase awareness and use of commute alternatives.
<b>Networking Opportunities</b>	The City and Community Transit will work with the major employers to create networking opportunities to discuss CTR issues, coordinate ridesharing programs, and conduct joint promotional efforts.

## IV. REQUIREMENTS FOR MAJOR EMPLOYERS

Employers that are affected by the CTR Law will be required to implement the following program elements:

Required Element	Description
<b>Designate Employee Transportation Coordinator</b>	<p>The Employee Transportation Coordinator (ETC) is the point of contact <b>on-site</b> between the employer and its workforce to implement, promote and administer the organization's CTR program. He/she is also the point of contact between the employer and the local jurisdiction to track the employer's progress in meeting CTR requirements.</p> <p>Affected employers will be responsible for providing ETC's with adequate time to attend training, network meetings and to administer the program.</p>
<b>Regular Distribution of Information to Employees</b>	<p>Information about commute alternatives will be distributed at least twice a year to employees.</p> <p><b><i>One of the items distributed must be a description of the employer's worksite program.</i></b></p> <p>Examples of other information that will be distributed may include:</p> <ul style="list-style-type: none"> <li>• Transit system maps and schedules</li> <li>• Vanpool rider alerts</li> <li>• Weekly traffic alerts</li> <li>• Wheel Options campaign promotional materials</li> </ul>
<b>CTR Reporting</b>	<p>The employer will be required to complete the Employer Report and Program Description Form and submit to the local jurisdiction. The CTR law requires that the employer will conduct a program evaluation to determine worksite progress toward meeting the CTR goals every two years. However, the jurisdiction may have a more stringent requirement.</p>
<b>CTR Survey</b>	<p>Biennially, the CTR affected employers shall distribute and collect Commute Trip Reduction Program Employee Questionnaires (surveys) to achieve at least a 70 percent response rate.</p>
<b>Implementation of a Set of Measures</b>	<p>The employer will implement a set of measures that are designed to increase the percentage of employees using some or all of the following modes:</p> <ul style="list-style-type: none"> <li>• Transit</li> <li>• Vanpool</li> <li>• Carpool</li> <li>• Bicycle or walking</li> <li>• Telework, compressed work week, or flexible work schedule</li> <li>• Other non-single occupant vehicle modes</li> </ul> <p>Measures to reduce drive alone trips and vehicle miles traveled include, but are not limited to:</p>

	<ul style="list-style-type: none"> <li>• Provision of preferential parking or reduced parking charges for high occupancy vehicles</li> <li>• Instituting or increasing parking charges for single-occupant vehicles</li> <li>• Provision of commuter ridematching services</li> <li>• Provision of subsidies for transit fares</li> <li>• Provision of vans for vanpools</li> <li>• Provision of subsidies for carpooling or vanpooling</li> <li>• Permitting the use of employer's vehicles for carpooling or vanpooling</li> <li>• Permitting flexible work schedules</li> <li>• Cooperation with transportation providers to provide additional regular or express service to the work site</li> <li>• Construction of special loading and unloading facilities for transit, carpool, and vanpool users</li> <li>• Provision of bicycle parking facilities, lockers, changing areas, and showers</li> <li>• Provision of a program for parking incentives such as a rebate for employees who do not use the parking facility</li> <li>• Establishment of a program to permit employees to work part or full time at home or at an alternative work site closer to their homes</li> <li>• Establishment of a program of alternative work schedules such as compressed work week schedules (such as 4/40 or 9/80)</li> <li>• Implementation of measures designed to facilitate the use of high-occupancy vehicles such as on-site day care facilities and emergency taxi service</li> <li>• Employers or owners of worksites may form or utilize an existing transportation management association or other transportation-related associations by RCS 35.87A.010 to assist members in developing and implementing commute trip reduction programs</li> </ul>
<b>ETC Training</b>	<b><i>ETC will be required to attend an ETC basic training session within six months of appointment.</i></b>
<b>Employer Notification</b>	Employers will be required to notify the jurisdiction or designee when there are proposed changes to their CTR program, changes in ETC <b><i>or contact information</i></b> , and/or changes in number of employees at the worksite.
<b>ETC Networking/Advanced Training</b>	<b><i>ETCs will be required to attend at least six hours of networking or advanced training per year. Training and networking sessions may include marketing CTR programs to employees, trip planning, ridesharing, joint promotions and networking meetings.</i></b>
<b>Annual Worksite Promotion of Employer CTR Program</b>	<b><i>Employers will be required to hold at least one annual "transportation fair" or equivalent promotion which is available to all employees at each affected worksite.</i></b>

## V. FINANCIAL PLAN

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The City of Marysville has entered into an inter-local agreement to work with other Snohomish County Cities to implement the CTR program. The following financial plan has been jointly prepared for the cities of Arlington, Monroe, Marysville, Lynnwood, Bothell, Mountlake Terrace, Mukilteo, Unincorporated Snohomish County and Edmonds.

### Funding Sources

The CTR programs administered in Snohomish County are funded by a number of sources, as described in the following table.

Source of Funding	Responsible Agency	Estimated Amount for 2008	Estimated Amount for 2009	Estimated Amount for 2010	Estimated Amount for 2011
CTR Grants	WSDOT	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
Local Funds from Transit Agency	Community Transit	\$2,300,000	\$2,300,000	\$2,300,000	\$2,300,000
In-Kind Services	City, County	\$160,000	\$160,000	\$160,000	\$160,000
<b>TOTAL</b>		<b>\$2,540,000</b>	<b>\$2,540,000</b>	<b>\$2,540,000</b>	<b>\$2,540,000</b>

## Program Expenses

The cost of implementing CTR is shared primarily by the City, the transit agency, and the employers. The following is a summary of the types of expenses incurred throughout Snohomish County.

Expense	Responsible Party	Estimated Annual Cost 2008	Estimated Annual Cost 2009	Estimated Annual Cost 2010	Estimated Annual Cost 2011
Prepare local CTR plan, Comp. Plan, and CTR ordinance	All CTR-Affected Snohomish County Jurisdictions	\$160,000	\$160,000	\$160,000	\$160,000
Employer Notification	Community Transit	\$10,000	\$10,000	\$10,000	\$10,000
Administer CTR program (contract management, annual reporting, program review, surveys, coordination meetings)	Community Transit	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
Promotions and Marketing	Community Transit	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
Guaranteed Ride Home Program	Community Transit	\$18,000	\$18,000	\$18,000	\$18,000
Implement supporting transit services	Community Transit	\$1,293,000	\$1,293,000	\$1,293,000	\$1,293,000
Implement supporting vanpool services	Community Transit, Cities, County	\$790,000	\$790,000	\$790,000	\$790,000
Bike to Work Campaign	Community Transit	\$20,000	\$20,000	\$20,000	\$20,000
Offer program incentives	Cities, County, Community Transit, Employer	\$ 46,000	\$ 46,000	\$ 46,000	\$ 46,000
<b>TOTAL</b>		<b>\$2,362,000</b>	<b>\$2,362,000</b>	<b>\$2,362,000</b>	<b>\$2,362,000</b>

## Financial Gaps

The following table summarizes program areas that are not currently funded. However, some potential funding sources have been identified for the applicable organization to target.

Service or Strategy	Target Market	What Strategy Will Accomplish	Financial Gap	Potential Funding Source
Develop Management Support	Chief Executive Officers, program managers	Increase management support for CTR program by giving employer recognition and describing benefits of program to CEOs	\$ 50,000	CMAQ grants, STP grants, Jurisdictions Employers
ETC Training and Guidelines	ETCs	Training specifically tailored to ETCs to help improve their job performance.	\$ 50,000	CMAQ grants, Transit Agencies
Transit, vanpool and carpool subsidies	Commuters at CTR-affected work sites	Subsidies to encourage commuters to shift to transit, vanpool and carpools	\$ 500,000	CMAQ grants, Employer Trip Reduction Performance Grant
<b>TOTAL</b>			<b>\$600,000</b>	

## Summary

The following table shows the amount of money necessary to implement all of the proposed strategies listed in the previous tables. There are insufficient funds at this time; however, some potential funding sources were identified in the previous table for the jurisdiction or transit agency to target.

Budget Summary	Estimated Annual Cost 2008	Estimated Annual Cost 2009	Estimated Annual Cost 2010	Estimated Annual Cost 2011
Existing Funding	\$2,540,000	\$2,540,000	\$2,540,000	\$2,540,000
Existing Expenses	\$2,362,000	\$2,362,000	\$2,362,000	\$2,362,000
Unfunded Programs	\$600,000	\$600,000	\$600,000	\$600,000
<b>Needed Funds</b>	<b>-\$422,000</b>	<b>-\$422,000</b>	<b>-\$422,000</b>	<b>-\$422,000</b>

## VI. IMPLEMENTATION STRUCTURE

The City of Marysville plans to work in partnership with Community Transit and its affected work sites to implement the CTR program. Community Transit will be under contract by the City to perform various services to assist affected employers implement their CTR programs.

Organization	Responsibility
<b>City of Marysville</b>	Local jurisdictions will be responsible for developing and implementing their local CTR plans. They are responsible for ensuring that CTR plans are consistent with their local comprehensive plans. As part of their CTR plans, local jurisdictions will set the goals and targets for the affected employers. For CTR program administration, local jurisdictions are responsible for ensuring that affected employers are in compliance with the CTR law. The City will contract with Community Transit for employer outreach, program review and annual reporting of employer progress
<b>Community Transit</b>	Under contract with the City, Community Transit will be responsible for employer outreach, program review, and administering the employer survey process.
<b>Major Employers</b>	Employers that are affected under the CTR law are responsible for notifying the City when they are affected. Employers are responsible for implementing their CTR program requirements, including information distribution, designating an ETC, submitting program reports, and implementing program elements.

### CTR Program Activities

Program Strategy or Service	Agency Responsible	Scheduled Date for Implementation
<b>Policies and Regulations</b>		
Update Comprehensive Plan	City of Marysville	2008
CTR Program Enforcement	City of Marysville	2008
<b>Services and Facilities</b>		
Transit Services	Community Transit	On-going
Vanpool Services	Community Transit	On-going
Ridematching services	Community Transit	On-going
<b>Marketing and Incentives</b>		
Wheel Options Campaign	Community Transit	2008 (twice a year)
Transit, Vanpool, Carpool and Non-Motorized Subsidies	Community Transit	2008
Parking Cashout Program	Community Transit	2008
Management Support	TBD	2008

## **VII. DOCUMENTATION OF CONSULTATION**

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The County's CTR Plan was developed in consultation with the following organizations:

- Snohomish County
- City of Mukilteo
- City of Lynnwood
- City of Arlington
- City of Monroe
- City of Everett
- City of Bothell
- City of Mountlake Terrace
- City of Edmonds
- Community Transit

The dates of the consultations with these jurisdictions occurred on

- May 4, 2006
- August 9, 2006
- October 25, 2006
- November 29, 2006
- February 14, 2007
- March 23, 2007

During these consultations, we discussed the goals of the CTR Plan, CTR strategies, a financing plan, an implementation plan, and coordination of CTR services. In addition, we also met with representatives of the Puget Sound Regional Council to discuss the same issues on May 4, 2006, October 25, 2006, and November 29, 2006.

On January 23, 2007 and January 30, 2007, CTR Employer Workshops were held for all Snohomish County jurisdictions. The first event was held in Everett and the second event was held in Bothell. During these workshops, we discussed employer requirements to comply with the CTR law and CTR strategies.

On January 30, 2007, we met with Transportation Choices Coalition, a local interest group, to discuss CTR strategies as well. On February 7, 2007, we met with the Snohomish County Public Health Department to discuss opportunities to work together to promote CTR and healthy living.



**Legend**

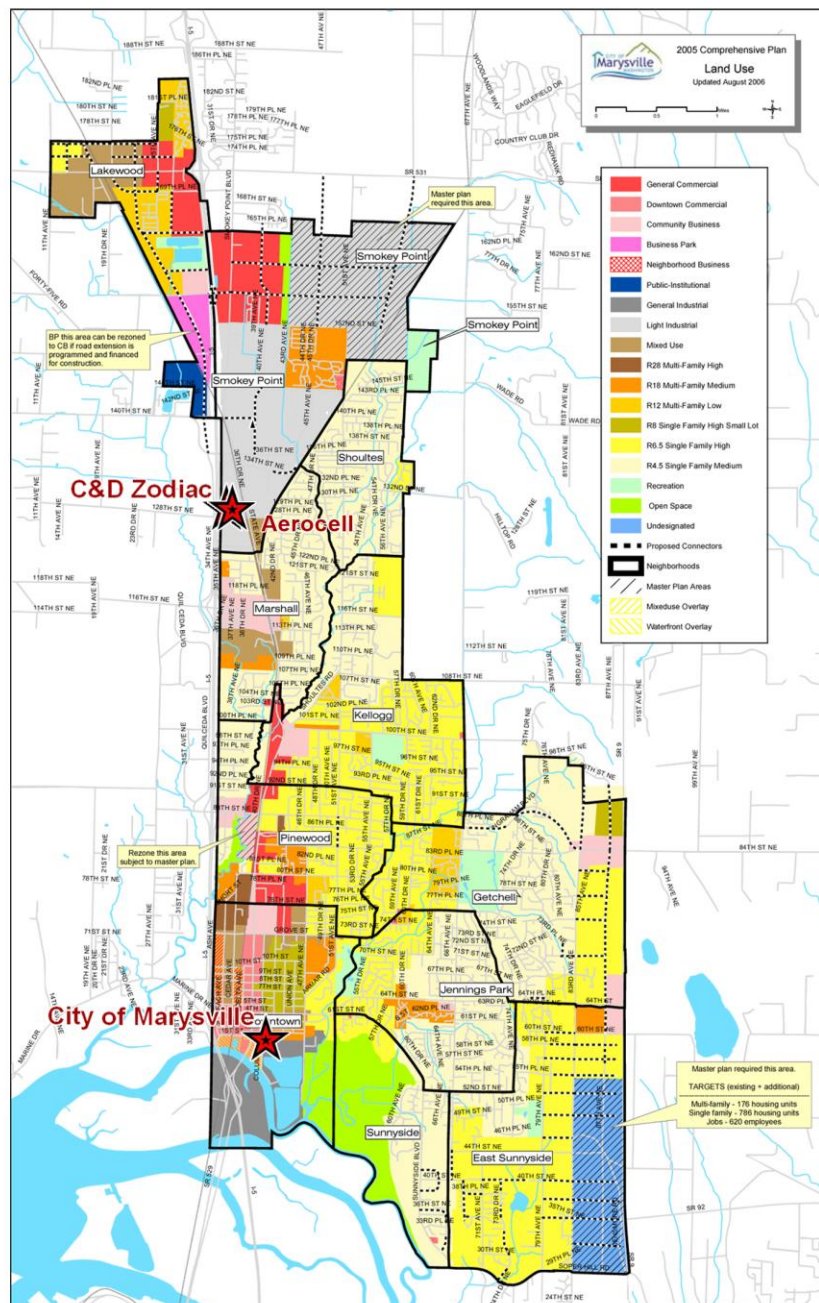
- ★ Active CTR Worksites
- Existing Freeway
- Existing Principal
- Existing Minor
- Existing Collector
- Recommended Principal
- Recommended Minor
- Recommended Collector

**City of Marysville**  
Marysville and Vicinity CTR Worksites

Figure A

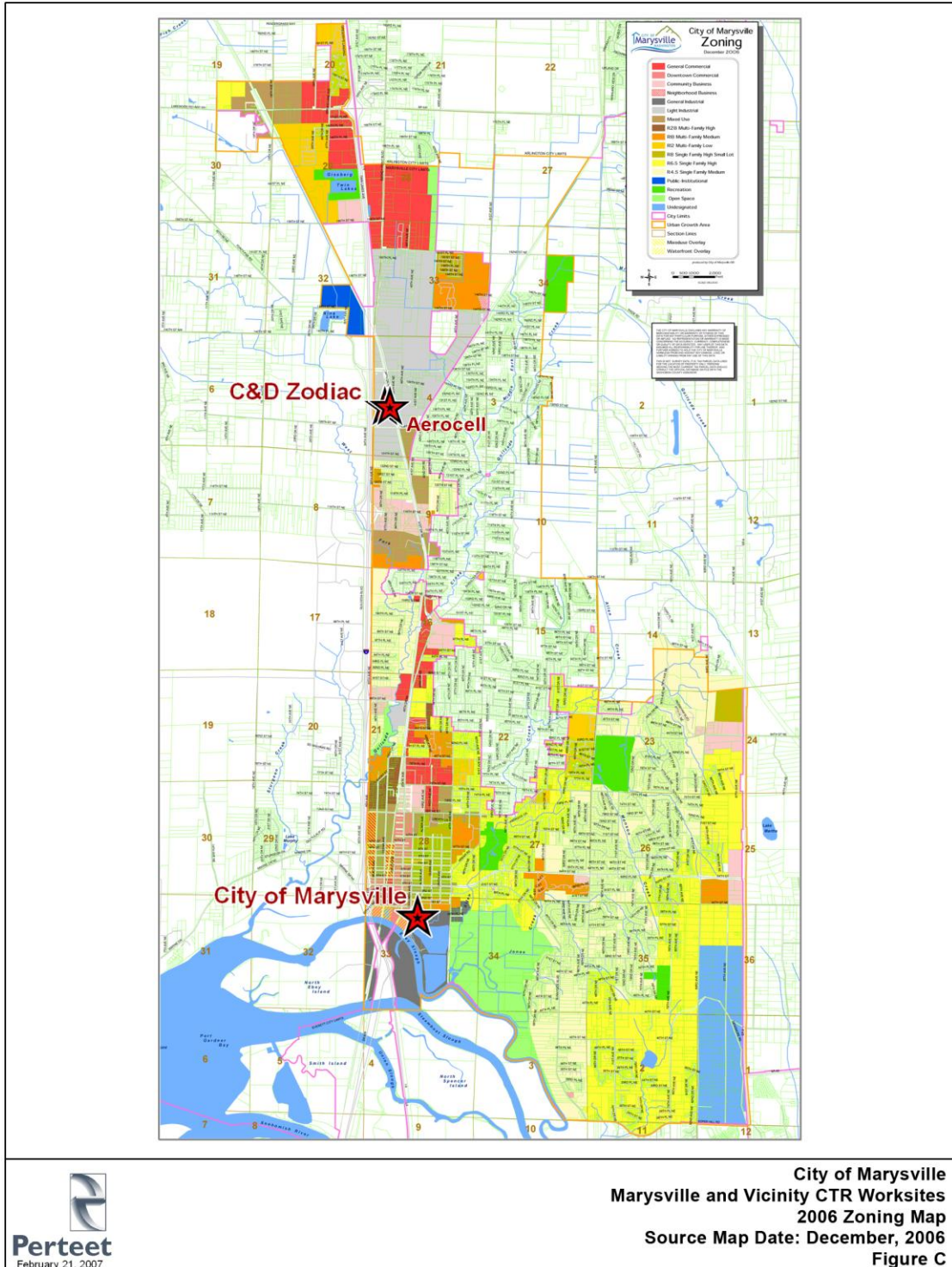
# Appendix B

## CITY OF MARYSVILLE COMPREHENSIVE PLAN



# Appendix C

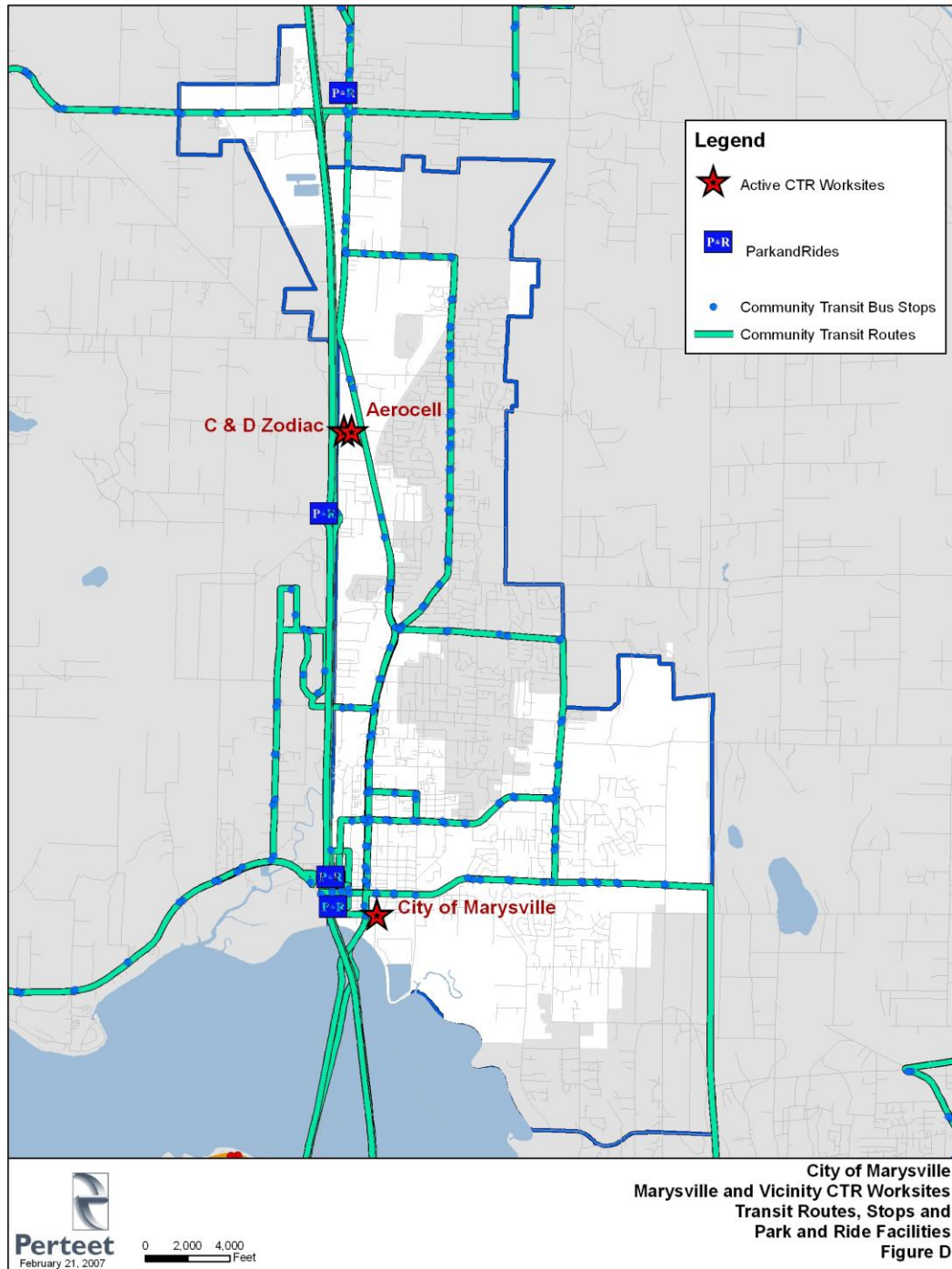
## CITY OF MARYSVILLE ZONING MAP





# Appendix D

## CITY OF MARYSVILLE TRANSIT SERVICES AND FACILITIES



CITY OF MARYSVILLE  
NON-MOTORIZED FACILITIES



# Appendix F

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## COMMUTE TRIP REDUCTION WORKSHOP SUMMARY

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### **Meeting Minutes North Snohomish County CTR Workshop Everett Transit Center January 23, 2007**

What are the benefits of the CTR program to your company?

- Happier employees
- Closer parking for employees if they participate
- Retaining employees
- Good options for employee commuting
- Reduced parking costs

What is working well?

- Employees like the incentives
- Free jeans day
- Materials i.e. Wheel Options
- CTR helps to hire and retain people

What is not working well?

- Bus service is not conducive (bus subsidies don't work well)
- Night shift is a problem
- No rapid transit
- Can't get to the work site by bus

What are some suggestions to improve the program?

- Offer \$50/month for 6 months for vanpool riders
- Offer a one month free bus pass
- Offer a commuter club program
- Implement a tax that can be used for CTR

What are some ideas for Canyon Park?

- Improve sidewalks for pedestrian safety
- Offer more frequent bus service
- Encourage residents to walk to work
- Focus on increasing carpools and telework

What tools would ETCS find helpful?

- Coordination with other companies
- Vanpool lists
- Brown bag lunches to coordinate rides
- Training for rideshare on-line
- More educational materials
- Need web site to show span of bus service
- Need list of vanpools serving Bothell area

Suggestions?

Re-write the CTR Ordinance(10% reduction in 4 years)

What are the benefits of CTR program at your workplace?

- More parking
- Many carpools – commuters from farther distance
- Different workshifts – carpools as opposed to transit
- Vanpool – co-workers become friends
- Save time and money
- Depends on how big the organization is
- Honor employees who participate – newsletter, carpool parking (consideration to employee needs and what they feel they are losing by not driving alone)
- Need community awareness (outside company) – more marketing
- Internal matching system (online)

How do you get management support regarding incentives?

- Quarterly drawings for MC gift cards
- “Carpooler of the Quarter” closer to the door
- Inter-county competition (you don’t want to be the employer who offers the lowest)
- Paid parking
- CT (\$45 for any mode)

How do you sell it to management?

- Employee attendance
- Show them studies
- It’s a benefit – as bargaining
- Cost/benefit analysis report due to budget planning
- RCW incentives and requirements
- Recruitment benefit – employee satisfaction
- Potential tax (pre-tax commuter benefits)
- Show what other companies are doing

How would you use the money?

- Subsidies and prizes
- Once started, employers will want to keep program
- County should provide the information
- Monthly drawings/quarterly drawings
  - Put it in a newsletter
  - ≈\$100 a year – big impact
- Referral program and incentives
- Subsidies to help recruit in a tight job market
- \*Need more information for management
  - Build a case in how CTR is beneficial to sell program to management

#### What are the challenges and difficulties?

- Subsidizing transit (Arlington – from Mt. Vernon, from Everett) for more routes
  - When do companies have a shift change
- Everett Transit – start shift at 5:30 am and 1 mile away from bus stop, but no service available that early
- Walkers/bicyclists – during promotions want to go to lunch at home
- Manufacturing – very early and later in the afternoon – transit and up north
- Have CTR in the HR department but many HR departments do not have time (for example: in the City)
- Management support in allowing time for ETC's to be able to do their job
  - State support grants
  - \*letters from state and jurisdiction to president of company or other management
  - Offer incentives to companies that meet goals or benchmarks
- CTR coordinators be kept continually informed
  - Regular meetings that draw in managers
- \*Charts and graphics that show CTR benefits to their company (i.e., increase in commuters from year to year) that ETC's can fill in and show their management
- Get managers aware of program - engage them
- Have jurisdiction go to:
  - Chamber of commerce meetings
  - Make personal appearance to CEOs
  - Not get them with a letter
  - Go to City Council meetings
- Awareness of TRPP grants and application process
- Need new ideas to increase participation
  - Communication exchange
  - Newsletter for all ETC's
  - Annual reports
- Are gatherings helpful? Yes, but little time
  - CT plans network meetings every other month on specific topics



- Hospitals
  - Manufacturing
- Neighboring employers also
  - Vanpools
- \*List ETCs in an area
  - Send to ETCs and put them in contact with each other
- Meetings – carpool to workshops to generate further discussion

**Meeting Minutes – South County Employer Workshop**  
**Bothell Seattle Times Building**  
**Bothell Employers**  
**January 30, 2007**

What is the primary form of transit (non-SOV travel) used by employees in your organization?

- Carpool
- Vanpool
- Transit
- Bike, walk

What are some suggestions from Bothell Employers to CT?

- Distribute a list of vanpools from CT that includes the list of stops by neighborhood and city.
- Provide training for <http://www.rideshareonline.com/>
- Provide monthly reoccurring training so that if you can't make it you know that it will be offered again soon.
- Provide a web blog for ETCs, like the free <http://www.blogger.com/start>
- Melina needs help finding out how to set up carpooling and vanpooling.
- Need a more user friendly and local based site than <http://www.rideshareonline.com/>
- Try to coordinate ETCs from the same office park so they can coordinate carpools and vanpools together.
- Share ETC information between ETCs regionally
- A proposed shuttle from the CP P&R to Canyon Park sparked interest with some of the employers
- Try to use principles of Redmond's R-Trip Program
- Have brownbag lunches for training and information sharing
- Need better coordination between CT and ST
- Training on how to implement telework (costs, technology needs, etc)

What are some ideas from CT to Employers?

- Have people who are HOV, register with you so that they are guaranteed a ride home through the CT program.
- CT can create a zip-code map of where employees live to help employers organize vanpools and carpools.
- ETCs should email employees to ask who is interested in carpooling or vanpooling and send the names and addresses to CT, who will find carpools and vanpool for the employees.

What are the things that work for employers?

- SNC provides a list of bus routes, schedules, and maps on their intranet for employees

- Need a contact person for new employees to distribute information and help them find an HOV route to work
- Use non-monetary incentives for people to participate in the program such as offering an additional “casual dress day” at work.
- Create company-specific CTR marketing materials that combine information from CT and specific company promotions.
- Extend bike to work month throughout the summer and provide company prize or incentives for winning rider or team.
- Provide an initial incentive for trying non-SOV modes of transportation, but possibly not a long-term incentive. Examples include \$50/mo subsidy for first 6 months of vanpooling or 1 free monthly bus pass.

What are the problems for employers?

- About 2/3 of the employers have a second and/or third shift.
- There are not many restaurants or other services in the office parks, so people feel they have to drive to get lunch and run errands.
- Bus service to Canyon Park is not frequent enough and there isn't a good connection from the park and ride to employer sites.

What is the benefit of the CTR program for Employers?

- CTR is an incentive
- Makes employees happier if they aren't stuck in traffic
- Retains employees if they have a good commute

What types of things would employers like to see in the GTEC?

- Sidewalks or bike lanes for bikes and pedestrians.
- More frequent bus service from Canyon Park to North Creek and Downtown
- Subsidies for employees using GTEC money or other grant money

What are some of the benefits and incentives?

- TetraTech Flexpass provided by employer. Contract between County and Company
- Limited parking
- \$2 per day (or \$40 per month) for using alternative modes of transportation which has to be filled out daily
- \$50 voucher – better than \$2 per day
- Comcast tried a pilot program of 12 people to work from home and they loved it. Lisa Fiser's company is also thinking of trying this too
- Monroe working on walk/bike program

What are some of the challenges?

- Record keeping. Hard to collect data requested by agencies to track CTR. People don't respond to emails, etc. People are guessing and then when ETC's change, guesses change – then looks like program is failing.

- Require people to turn in form to manager if turning it in within 5 days then eligible for a drawing. Then follow up and pick up remaining forms from people who didn't turn them in.
- Email will work better from some or an on-line survey.

What are some of the other issues?

- There is an online survey offered by CT that goes straight to WSDOT. Need a little training for ETCs to use this.

How can local jurisdictions and CT help you meet your 10% red goal in next 4 years (ordinances, etc.)?

- Added services – transit.
- Comcast interested in putting in a cafeteria so employees don't have to drive at lunch to other side of highway to get lunch. Any incentives?
- Schedule transit fair – CT will come and help plan trips and talk to people about options.
- Mandatory ETC training to get updates on new codes, annual reporting / increased reporting requirements.
- Best Practices Quarterly Email Newsletter by CT – networking opportunities.

Snohomish County Commute Trip Reduction Employer Workshop Attendance List				
ETC	Worksite	Jurisdiction	Bothell 1/30	Everett 1/23
Barbara White	Cascade Valley Hospital	Arlington		1
Yvonne Page	City of Arlington	Arlington		1
Kristin Banfield	City of Arlington	Arlington		1
Jennifer Petler	Cascade Valley Hospital	Arlington		1
Rhonda Rinn	DSHS - Smokey Point	Arlington		1
Mike Burrow	Meridian Yachts	Arlington		1
Marsha Larson	Alside Windows Company Northwest	County		1
Stephen Cross	Alside Windows Company Northwest	County		1
Kristi McEnerney	Bingo King Company	County		1
Kimberly Alridge	Comcast Cable - Everett	County		1
Dena Searcy	Comcast Cable - Everett	County		1
Rachel Pascual	Eldec Corporation	County		1
Jill Grant	Goodrich Aviation Technical Services	County		1
Sue Nelson	Reid Middleton	County		1
Kemberly Espiet	U.S. Navy - Family Support Complex	County		1
Don Sims	City of Edmonds	Edmonds		1
Linda Martin	Edmonds Family Medicine Clinic	Edmonds		1
Sandy Brown	Stevens Hospital	Edmonds		1
Tracy Sloan	City of Lynnwood	Lynnwood		1
Judy Boston	DSHS - Lynnwood	Lynnwood		1
DeEtte Elder	Edmonds Community College	Lynnwood		1
Diane Worthington	Edmonds Community College	Lynnwood		1
Janice Heighway	Edmonds School District	Lynnwood		1
Shelly Devereaux	Harris Ford	Lynnwood		1
Donna Brunckhorst	Verizon	Lynnwood		1
Scott Sloan	Verizon	Lynnwood		1
Chris Holland	City of Marysville	Marysville		1
Lecia Dean	C & D Zodiac	Marysville		1
Shelley Carpenter	City of Monroe	Monroe		1
Kate Calloway-Tourtellot	City of Monroe	Monroe		1
Judy Moore	MCC - WSRU	Monroe		1
Diane McDonald	Valley General Hospital	Monroe		1
Leslie Choate	City of Mountlake Terrace	Mtlk. Terr.		
Alysia Madsen	Mila Financial - Mountlake Terrace	Mtlk. Terr.	1	
Holly Taylor	Mila Financial - Mountlake Terrace	Mtlk. Terr.	1	
Celia Taladoc	Premiera Blue Cross	Mtlk. Terr.	1	

Snohomish County Commute Trip Reduction Employer Workshop Attendance List				
ETC	Worksite	Jurisdiction	Bothell 1/30	Everett 1/23
Jerry	Travis Industries Inc.	Mukilteo		1
Danielle Campbell	Travis Industries Inc.	Mukilteo		1
Patty Burnett	ADP	Bothell	1	
Nikki Meagher	ADP	Bothell	1	
John Barker	ADP COS	Bothell	1	
April Uskoski	Allstate Insurance	Bothell	1	
Jan Law	Amgen	Bothell	1	
Paul Godwin	AMS	Bothell	1	
Cindi Gyselinck	AT&T	Bothell	1	
Lynda Quinn	City of Bothell	Bothell	1	
Lisa Pritchard	Fiserv Health	Bothell	1	
Rich Howell	Leviton Mfg.	Bothell	1	
Shayna Bridgman	Molina Healthcare	Bothell	1	
Michael Anderson	Molina Healthcare	Bothell	1	
HR Representative	Molina Healthcare	Bothell	1	
Kelly Lindeman	Panasonic Avionics	Bothell	1	
Shyla Phillips	PSE	Bothell	1	
KC McNeil	Romac Industries	Bothell	1	
Brady Clark	Safeco	Bothell	1	
Barbara Rodgers	Seattle Genetics	Bothell	1	
Mike Manderscheid	SNC Lavalin	Bothell	1	
Mike Ranz	SNC Lavalin	Bothell	1	
Kathy James	State Farm	Bothell	1	
Jennifer O'Neal	Tetra Tech	Bothell	1	
Kathleen Swyers	T-Mobile	Bothell	1	
Roxanne Lewis	T-Mobile	Bothell	1	
Michael Joachims	T-Mobile	Bothell	1	
Kristy Thies	FDA	Bothell	1	
Kellie Holden	UWB	Bothell	1	
Nancy Hyde Corning	UWB	Bothell	1	
Lynn Rosseau	Achelles USA			1
Nancy Musser	Boeing			1
Sandra Sinclair	Boeing			1
Joanne	City of Everett			1
Debbie Anderson	Community Transit			1
Traci Kreidler	Community Transit			1
Doug	Electronetics			1
Theresa D.	Everett Clinic			1
George Olson	Everett Community College			1
Valerie	Everett Providence Medical Center			1
Sabina Popa	Everett Transit			1
Cody Dorn	Fluke			1

Snohomish County Commute Trip Reduction Employer Workshop Attendance List				
ETC	Worksite	Jurisdiction	Bothell 1/30	Everett 1/23
Zac Corker	Goose Networks			1
Cariann Little	Intermec			1
John Ebean	Intermec			1
Chris Buetow	Jansport			1
Kimberly E.	Naval Station Everett			1
Candy	Snohomish County			1
Bob Eden	Snohomish County PUD			1
Joannie Foltz	Snohomish County PUD			1
Sara Poirot	Specialty Pull Tabs			1
Diane				1
Donna				1
John Bowler				1
John Hendricks				1
Lisa Fiser				1
Becky Dionne				1
Ken Quinn				1
Charlie Crissman				1
			<b>31</b>	<b>63</b>

# Appendix G

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## COMMUTE TRIP REDUCTION SUMMARY OF POLICIES THAT SUPPORT CTR

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### Comprehensive Plan Goals and Policies Analysis

The following table provides a list of example comprehensive plan goals and policies that are supportive of CTR. These Comprehensive Planning Policies were provided in the CTR Planning Handbook as examples of the types of policies that if adopted by local jurisdictions, will bring their Plan into compliance with both the CTR Law and GMA. Each jurisdiction will have different sets of policies that support CTR in various Comprehensive Plan elements based on the jurisdiction's size, density, and number of urban centers.

The left hand column shows the list of example policies and goals. The right hand column identifies the specific policies that the jurisdiction has in place relating to the recommended goals and policies in the left hand column.

Commute Trip Reduction & Growth Management Planning Policies	
Land Use Element	
Require the integration of non-motorized and transit connections when planning and developing urban centers or GTEC's.	LU 103, LU 129, LU 180
Establish urban centers and/or GTEC's where they can be served by regional transit agencies, or work with the appropriate transit agency to expand service to the urban center within a reasonable timeframe.	LU 4, LU 22, LU 60, LU 82
<b>Urban Design</b>	
Provide aesthetic and functional amenities along pedestrian facilities, such as water fountains, benches, trash receptacles, public art, and open spaces (such as seating plazas).	LU 41, LU 90, LU 106, LU 123, LU 140, LU 152, LU 160
Provide pedestrian, and bicycle connections in newly developing areas of the city, promoting both internal access and linkages with the rest of the city.	LU 78, LU 103, LU 112, LU 129, LU 147, LU 167
Require new developments to incorporate non-motorized features or programs designed to promote use of alternatives to single-occupant vehicles, such as; <ul style="list-style-type: none"> <li>• Preferential parking for car pools and van pools</li> <li>• Special loading and unloading facilities</li> <li>• Transit facilities, including comfortable bus stops, and waiting areas, adequate turning room, and where appropriate, signal preemption and queue-jump lanes</li> <li>• Bicycle parking and related facilities</li> </ul>	LU 79



<b>Inter-Agency Coordination</b>	
Integrate multiple access modes, including buses, carpools, and vanpools, bicycles, and pedestrians.	LU 32, LU 69, LU 180
<b>Zoning</b>	
Encourage transit oriented development and pedestrian friendly land use characteristics through zoning and land use policies that encourage mixtures of land uses, increased densities in targeted areas with design standards.	LU 11
<b>Housing Element</b>	
Work with other jurisdictions to achieve a jobs/housing balance that makes it possible for people to live closer to where they work.	HO 35
Promote quality, community-friendly residential development, through features such as enhanced open space and pedestrian connectivity.	HO 20, HO 21, HO 33
<b>Transportation Element</b>	
<b>Pedestrian System Connectivity</b>	
The county should ensure that continuous and/or direct bicycle lanes are provided between all jurisdictions and major activity centers.	T-4B.1, T-7B, T-7B.2, T-7B.4, T-7B.5
Consider pedestrians along with other travel modes in all aspects of developing the transportation system. Provide safe and convenient pedestrian access in all new and improved transportation projects, unless exceptional circumstances exist.	T-1A.2, T-1E.4, T-1E.5, T-6E, T-7A.1, T-7A.2, T-7A.4, T-7A.5, T-7A.6, T-7B.4, T-7B.5
Remove barriers and deterrents along the existing pedestrian system to create better access between employment facilities, residential and other uses.	T-7A.4
Secure sidewalks and trail improvements or easements through the development review process to develop portions of the pedestrian system.	T-1E.5, T-7A.5, T-7A.6, T-7B.5
<b>Pedestrian Safety and Security</b>	
Address the special needs of citizens with various degrees of mobility in planning, designing, implementing and maintaining pedestrian facilities.	T-7A.4
Provide consistently designed pedestrian activated signal crossings, and consider technologies that enhance pedestrian safety at crossings, such as longer crossing times and audible crossings.	T-6A.3, T-6E.1, T-7A.7
Consider access management to reduce the number of conflict points (driveways) between pedestrians and vehicles, thereby improving pedestrian safety.	T-2A.3
Ensure that pedestrian facilities are designed and monitored to improve security and safety, through lighting, openness, vegetation upkeep and security features such as panic buttons at key locations.	T-1E.4, T-1E.5, T-1E.7, T-6E.1, T-7A.4, T-7A.5, T-7B.5

<b>Pedestrian Safety and Security (cont.)</b>	
Design midblock crossings with safety as a high priority, and consider improvements such as pedestrian crossing signals, flared curbs (bulbouts), pedestrian refuge islands, medians, and adequate sight distance around parked vehicles.	T-6A.3, T-6E.1, T-7A.7
<b>Pedestrian and Bicycle Convenience</b>	
Implement way-finding (signage) along sidewalks and trails that direct pedestrians to key locations or destinations, such as major activity centers, business districts, institutions, major medical facilities, parks or recreational facilities.	T-1E.4
Provide internal pedestrian circulation systems within and between existing, new or redeveloping commercial, multi-family or single family developments, and other appropriate activity centers. Provide convenient connections to frontage pedestrian systems and transit facilities.	T-1E.5, T-6A.3, T-7A.2, T-9B
Encourage transit use by improving pedestrian and bicycle linkages to the existing and future transit and school bus system, and by improving the security of and utility of park-and-ride lots and bus stops.	T-7A.2, T-9B
Improve mobility and safe access for walking and bicycling, and create incentives to promote non-motorized travel to employment centers, commercial districts, transit stations, schools and major institutions, and recreational destinations	T-1C.5, T-6E, T-7A.4
<b>Accessibility</b>	
Sidewalks or pedestrian facilities should be located along all both sides of all arterials, collectors, and at least one side of most local streets.	T-7A.4, T-7A.6
Direct pedestrian linkages should be considered whenever possible, to connect between internal land uses and arterials. This reduces walking distances to transit stops and commercial uses.	T-1A.2, T-1E.5, T-6E, T-7A.2, T-7A.5, T-9B
<b>Public Transportation</b>	
Work with transit providers to provide transit service that is fast, frequent, and reliable between urban centers and urban villages and that is accessible to most of the city's residences and businesses. Pursue strategies that make transit safe, secure, comfortable, and affordable.	T-3B, T-3B.1, T-3B.2, T-4B.1, T-4C.2, T-6A.3, T-6B, T-6B.1
Coordinate with regional, state, and federal agencies, local governments, and transit providers when planning and operating transportation facilities and services in order to promote regional mobility for people and goods and the urban center approach to growth management.	T-2A-1, T-3C.1, T-4A.1, T-4B.1, T-4C.2, T-6A
Design transit access into large developments, considering bus lanes, stops, shelters, non-motorized lanes & facilities as part of the project design	T-6A.3, T-7A.2, T-9B

<b>Public Transportation</b>	
Coordinate with transit providers and the private sector to develop and implement compatible transportation demand management regulations and strategies that are consistent with the Commute Trip Reduction Act.	T-1F.1, T-3C.1
Provide preferential lanes, such as High Occupancy Vehicle (HOV) lanes on roads which will benefit commuters the most, such as those with major transit routes, and those experiencing the greatest congestion.	T-9A.1
<b>Ferries</b>	
For water-borne travel across Puget Sound, encourage the expansion of the passenger-only ferry service and land-side facilities and terminals that encourage walk-on (by-foot, bicycle, transit) trips rather than ferry travel with automobiles.	N/A
Coordinate ferry arrivals and departures with mass transit systems to ensure an efficient flow of people and traffic.	N/A
<b>Parks &amp; Open Space Element</b>	
Provide for adequate roadway, pedestrian, and bicycling connections in newly developing areas of the city, promoting both internal access and linkages with the rest of the city.	PK 16

# Appendix G

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## GLOSSARY OF TERMS

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### GLOSSARY OF TERMS

**Affected Employee:** Under the Commute Trip Reduction (CTR) law, an affected employee is a full-time employee who regularly begins work between 6 a.m. and 9 a.m., at a single work site, on two or more weekdays for at least 12 continuous months.

**Affected Employer:** An employer is “affected” under the CTR law if there are at least 100 “affected” employees at a single work site.

**Alternative Work Schedules:** AWS programs offer alternatives to the typical eight-hour work day. Options include flex-time, a compressed work week, and staggered work hours.

**Automobile Dependency:** Transportation and land use patterns that result in high levels of automobile use and limited transportation alternatives. In this case, “automobile” includes cars, vans, light trucks, SUVs and motorcycles

**Base Year:** The CTR law requires affected employers to measure the results of their employee trip program against base year values for VMT and drive alone vehicles. The goal year is 2011.

**Bus Rapid Transit:** Special lanes dedicated to transit buses, often incorporating other features to insure high quality transit service.

**Carpool:** Two to six people age 16 and older, sharing the ride in an automobile to and from the work place.

**Commute:** The trip made by an employee between their home and work locations, regardless of the distance or mode used.

**Compressed Work Week:** A work week that is compressed from the typical five-day, 40 hour work week into a shorter work week but maintaining the same number of hours.

**Commute Trip Reduction Program:** A CTR program is comprised of strategies used by an employer to reduce employee use of single-occupant vehicles (SOVs) and the vehicle miles traveled (VMT) per employee. The CTR program specifies the measures to be used that will achieve the target goals.

**Drive Alone Vehicles:** A vehicle that is occupied by one person.

**Employee Transportation Coordinator:** The CTR law requires employers to appoint an employee transportation coordinator, or ETC. The person is a personal change agent who provides the “human touch” needed to remedy traffic congestion and air pollution problems. An ETC is the organization’s key contact person providing commuting information to employees and liaison activities with transit agencies and local jurisdictions. The ETC creates marketing strategies, administers employee ridesharing programs, and measures results.

**Guaranteed Ride Home (GRH):** GRH programs provide an emergency ride home for employees who commute to work in a ridesharing mode and have an illness or emergency. Typically, an employee can take a cab ride home and charge the ride to their employer’s account or be reimbursed for the expense.

**High-Occupancy Vehicle (HOV):** a passenger vehicle carrying more than a specified minimum number of passengers. HOVs include carpools, vanpools, and buses. HOV requirements are often indicated as 3+ (three or more passengers required) or 4+ (four or more passengers required).

**HOV Lane:** This is a traffic lane limited to carrying high occupancy vehicles (HOVs) and certain other qualified vehicles.

**HOT Lanes (High Occupancy Toll Lanes):** HOV facilities that allow lower occupancy vehicles, such as solo drivers, to use the facility if they pay a toll. This offers users three options: drive alone on an unpriced but congested general purpose lane, drive alone and pay to use a less congested lane, or rideshare (carpool, vanpool or ride transit) to use a less congested lane without any additional fee.

**Mobility:** The movement of people and goods.

**Mobility Management** (Also called *Transportation Demand Management*): Various strategies that change travel behavior (how, when and where people travel) in order to increase transport system efficiency and achieve specific objectives such as reduced traffic congestion, road and parking cost savings, increased safety, improved mobility for non-drivers, energy conservation and pollution emission reductions.

**Nonmotorized Transportation** (also known as *Active Transportation* and *Human Powered Transportation*) includes Walking, Bicycling, Small-Wheeled Transport (skates, skateboards, push scooters and hand carts) and Wheelchair travel.

**Parking Management:** Strategies aimed at making better use of available parking supply. Parking management strategies include preferential parking or price discounts for carpools and/or short-term parkers, and disincentives, prohibitions and price supplements for those contributing more to congestion.

**Parking Pricing:** Strategy to reduce automobile use by requiring motorists to pay directly for using parking facilities. Time variable parking pricing can be used as a congestion reduction strategy.

**Parking Cash-Out:** This means that people (typically commuters, and sometimes residents of multi-family housing) who are offered a free parking space are also offered the cash equivalent when they use alternative transportation modes and so do not impose parking costs.

**Ridesharing:** Ridesharing is any cooperative effort of two or more people sharing a motor vehicle traveling to a common destination, such as a work site. Carpools and vanpools are common forms of ridesharing.

**Smart Growth:** Land use development practices that create more resource efficient and Livable communities, with more Accessible land use patterns. An alternative to sprawl.

**Sprawl:** Dispersed, low-density, single-use, automobile dependent land use patterns.

**Stakeholder:** Individuals or groups that are affected by a decision and have an interest in its outcome.

**Teleworking:** Teleworking involves the use of telephones, computers, and other technology to work from a location other than a conventional office.

**Transportation Demand Management (TDM):** Various strategies that change travel behavior (how, when and where people travel) in order to increase transport system efficiency and achieve specific objectives such as reduced traffic congestion, road and parking cost savings, increased safety, improved mobility for non-drivers, energy conservation and pollution emission reductions. Also called *Mobility Management*.

**Transportation Management Association (TMA):** A TMA is a partnership or organization that brings interested parties together to work on transportation issues.

**Vanpool:** A vanpool consists of seven to fifteen people sharing their commute in a passenger van, generally riding to the same place of employment.

**Vehicle Miles Traveled:** Number of miles a vehicle has traveled for a commute.